University of Mary Washington 2012 Women’s History Month

Event Proposal Form

We invite members of the University of Mary Washington community to submit proposals for the annual Women’s History Month Program. Proposals are due by **December 16, 2011** and the sponsors will be notified promptly. Approved programs will be included on the Women’s History Month calendar as well as in print and electronic publications. Preference will be given to programs and events relating to the 2012 theme, **“Women’s Education – Women’s Empowerment.”**

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| --- | --- |
| Contact Person |  |
| Sponsoring Organization/Department |  |
| E-mail |  |
| Address |  |
| Phone Number |  |
| Proposed Program/Event Title |  |
| Proposed Date, Time, Location  (Include venue reservation confirmation) |  |
| Description |  |
| How does the program relate to the Women’s History Month theme? |  |
| Estimated cost of event | □ No Cost  □ Total estimated cost $ \_\_\_\_\_\_\_\_\_\_\_\_\_  $ \_\_\_\_\_\_\_\_\_ requested from Women’s History Month Committee  $ \_\_\_\_\_\_\_\_\_ contributed by sponsoring department or other group |
| Additional information or requests regarding your proposed event. |  |

**Proposals are due by December 16th at 5:00 p.m.**

Return forms and appropriate attachments to:

Women’s History Month Planning Committee

James Farmer Multicultural Center

Attention: Marion Sanford

Lee Hall, Room 211

1301 College Avenue

Fredericksburg, VA 22401

or

Email at [msanford@umw.edu](mailto:msanford@umw.edu)